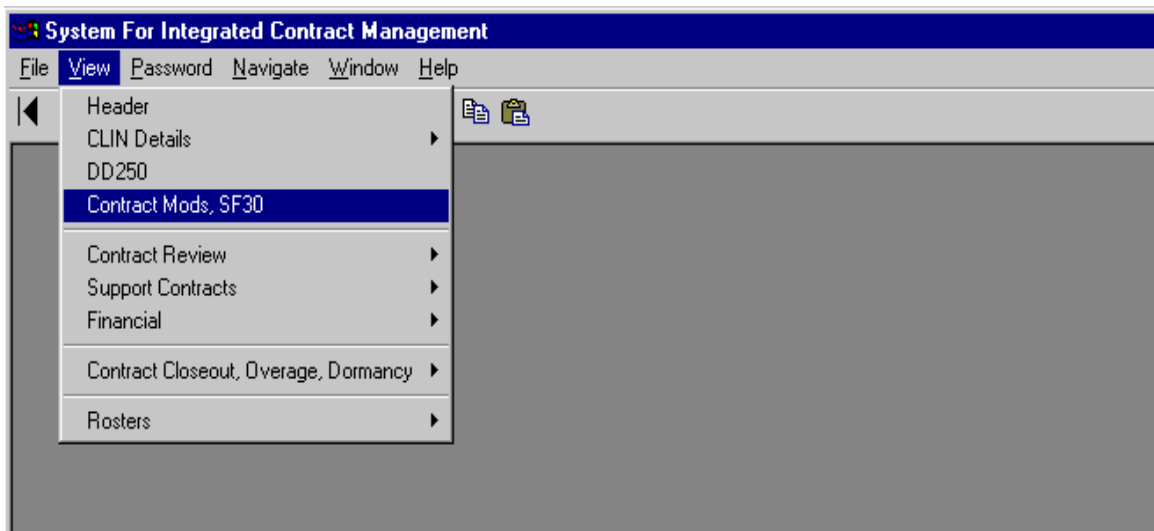


# Chapter 5



## Contract Mods SF30

## **5.0 Contract Modification / Amendment SF30**



### **Contract Modification**

The purpose of the Contract Modification / Amendment Standard Form 30 screen is to provide the user a mechanism to update the contract level document history. **If a modification affects CLIN quantity, unit price, delivery schedule, or otherwise impacts the contract obligated value, the associated fields in the CLIN Details screens must be updated to reflect these changes.**

***Note: Changes made at the CLIN level that affect a contract's obligated value will be reflected in the Obligated field of the associated Contract Header, AFTER the updates to the CLIN Details screen have been SAVED. To view these changes on the Contract Header screen, the user may need to refresh the screen first by using the F9 Function Key.***

**An SF 30 / Mod must be entered and saved BEFORE the system will accept any referenced updates or changes relative to that SF 30 / Mod.**

***Fields marked with an \* require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.***

## 5.1 Contract Modification SF 30 Screen

**1. PIIN\*, SPIIN, and/or Support No.** - Enter or select from the selection list the appropriate number. **The Contract Issued By** field will be system populated based on the PIIN, SPIIN, and/or Support No. selected.

**2. Modification No.\* - This is a mandatory field.** Enter the modification number from Block 2 of the SF30. Modification numbers are assigned following the guidance provided in DFARs 204.7004. The modification number must meet the criteria contained therein or a Contract Deficiency Report (DD1716) should be generated.

**3. Type** - The system will generate a code of either (A) ACO Modification or (P) PCO modification, based on the modification number entered in Field 2 and **appears AFTER** the modification is saved.

**4. ACO** - Required entry for (A) ACO Modifications. Input your standard DLA User ID (three alpha – four numeric) or select from the Selection List. The system will prompt the user to this field, if an “A” type modification has been entered in Field 2.

**5. Effective Date** - Enter effective date of the modification from Block 3 of the SF30.

**6. Type of Modification \* (1)** – Select the type of modification from drop down menu one of the applicable types from the following: Unilateral or Bilateral.

## **5.1 Contract Modification SF 30 (continued)**

**7. Type of Modification \* (2)** - Select from the drop down menu one of the applicable types from the following: Administrative, Change Order, Other, or Supplemental Agreement.

**8. Issued Before Delivery Date Expired** - Check this box if the contract modification revises the delivery schedule and the modification effective date is dated before the revised delivery schedule date.

**9. No Change in Oblig Amount** - Check this box if the contract modification does not effect the the contract obligated amount. This block **must** be checked if neither the Contract Level Funds Reduction Tab nor the ACRN Level Funds Reduction Tab is applicable.

**10. SF30 Revises Delivery** – Check this box if the contract modification revises the contract delivery schedule. The CLIN Details Schedule Tab must be updated with the changes.

**11. Consideration** – Check this box if the contract modification is issued with a consideration, either monetary or non-monetary, to be received by the government.

1. If a monetary consideration - enter this amount in Field 11.
2. If a non-monetary consideration - enter a description of this consideration in the Description of Amendment/Modification Tab. Refer to Section 5.3 for more details.

**12. Consideration Amount** - Enter the U.S. dollar value amount of the associated consideration. Values entered in this field have no impact on any other contract fields.

**13. Funds Increase** - Check this box if the contract modification is adding funds, either to the contract or to an ACRN, specifically to cover insufficient funds that have resulted from exchange rate fluctuations etc. Use this field **only** if the funds increase is not CLIN specific.

Modifications that increase the funds associated to a specific CLIN, also increase the contract's Obligated Value. These modifications **must** be entered into the system at the CLIN level through the CLIN Details screen, **not** through this field.

**14. Funds Increase Amount** - Enter the U.S. dollar value amount of the funds increase. Values entered in this field have no impact on any other contract fields.

## **5.1 Contract Modification SF 30 (continued)**

**15. Purpose Button\* – This is a mandatory field.** To enter the reason for the issuance of the modification, click on the Purpose Button to activate the Kind of Modification Selection List. Refer to Section 5.2, Purpose or Kind of Modification. Select the appropriate reason by clicking on the applicable check box. Your selection will appear in the Codes Entered field.

**16. Codes Entered** – The system will generate and display a coded remark based on Kind of Modification reason from the Kind of Modification code selected.

**17. Print Form** - Use this button to generate a print out of the SF 30 Form.

### **How to enter a Modification received for a Physically Complete Contract (Contract Status 1593):**

If a modification is received that adds a CLIN, or increases the ordered quantity of a CLIN, against a contract that has been Physically Completed (one that has been moved to a 1593 Status), the contract must **first** be taken out of status “1593” and returned to an Active or “OPEN” status **BEFORE** the new CLIN or increased quantity can be entered into the CLIN Details Order Tab. Refer to Chapter 9, Contract Closeout, Section 9.4, Deleting a DD Form 1593 for additional instructions.

*Note: The contract status cannot be corrected IF the modified CLIN information has already been entered and the CLIN balance is no longer ZERO.*

***CHANGE STATUS FIRST. THEN UPDATE MODIFIED CLIN INFORMATION.***

## **5.1 Contract Modification SF 30 (continued)**

**How to Cancel a CLIN in SICM 4.0, when canceled by a Contract Modification:**  
**CAN ONLY BE DONE IF NO SHIPMENTS OR PAYMENTS HAVE BEEN MADE**

1. Delete the applicable CLIN Schedule line (if one has been entered) using Shift F2.
2. Delete the CLIN Order line associated with the CLIN that has been canceled using Shift F2.
3. DO NOT DELETE ANY INFORMATION ON THE:

CLIN Details Header

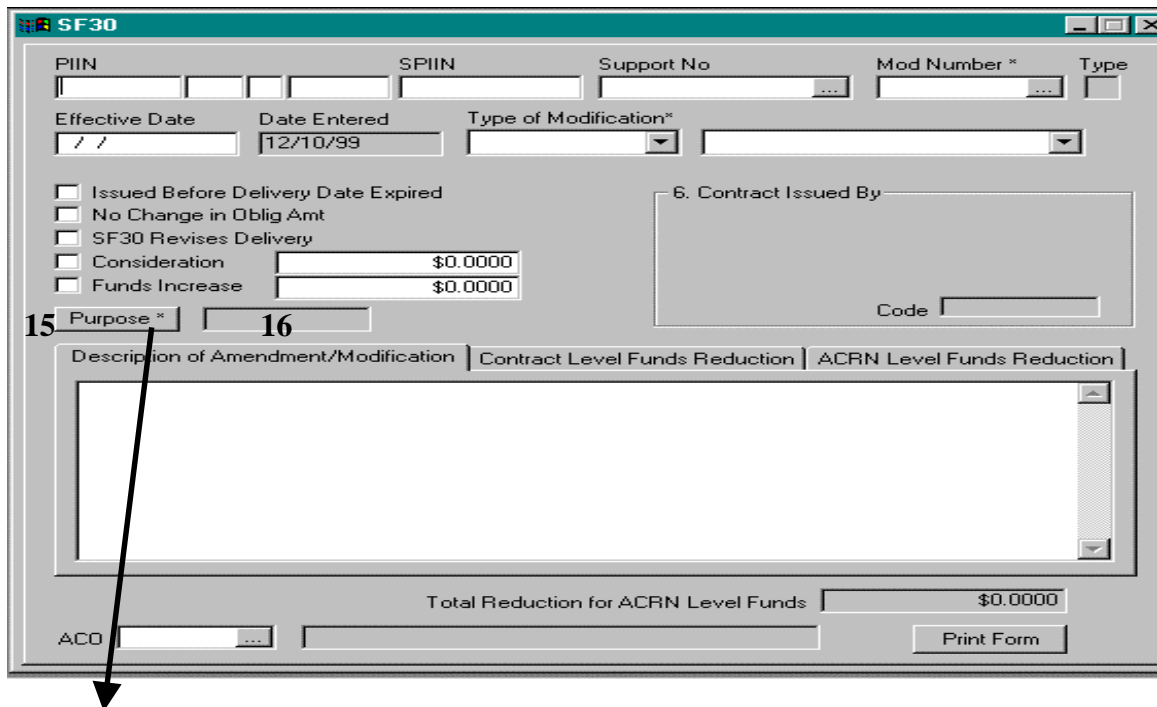
Block 19 Tab

Status Tab

This information will provide a history on the CLIN - WITHOUT obligating monies or leaving quantities to ship at Close Out.

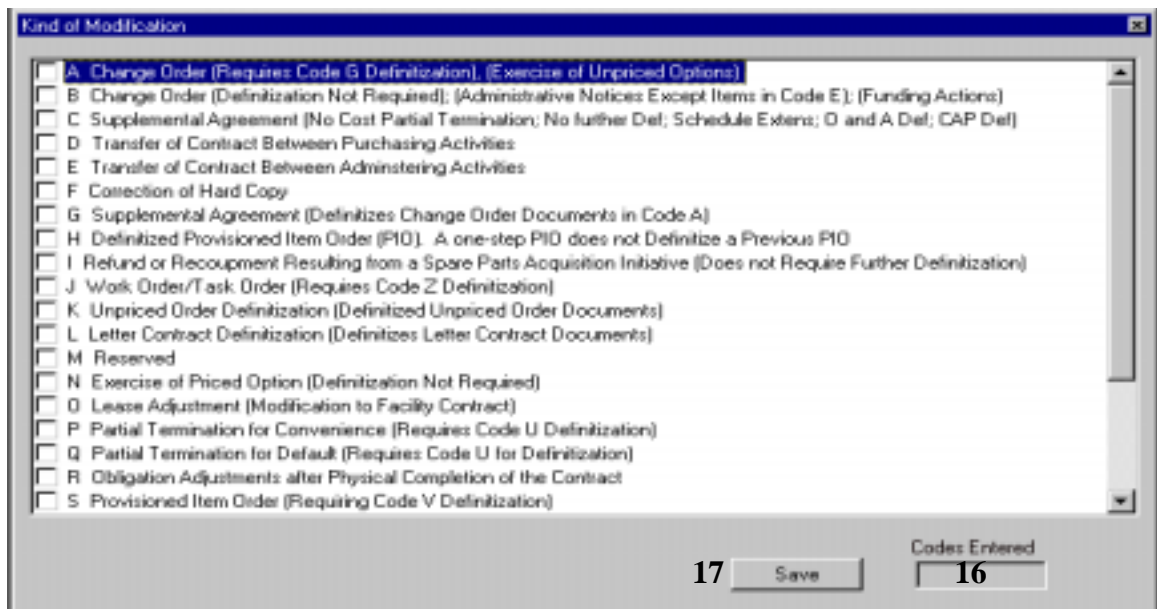
4. Enter in the Description field (Field 14) of Block 19 (for the associated Canceled CLIN) a text entry identifying the CLIN as being canceled, with a reference to the respective Modification Number.

## 5.2 Purpose or Kind of Modification



The SF30 form contains the following fields and sections:

- PIIN, SPIIN, Support No, Mod Number \*, Type
- Effective Date, Date Entered (12/10/99), Type of Modification\*
- Checkboxes: Issued Before Delivery Date Expired, No Change in Oblig Amt, SF30 Revises Delivery
- Consideration: \$0.0000
- Funds Increase: \$0.0000
- 6. Contract Issued By
- Code
- 15 Purpose \* (with arrow pointing to the Kind of Modification window)
- 16 Description of Amendment/Modification (with arrow pointing to the Kind of Modification window)
- Contract Level Funds Reduction, ACRN Level Funds Reduction
- Total Reduction for ACRN Level Funds: \$0.0000
- ACD
- Print Form



The Kind of Modification window displays a list of modification types:

- ☒ A Change Order (Requires Code G Definition). (Exercise of Unpriced Options)
- ☐ B Change Order (Definition Not Required); (Administrative Notices Except Items in Code E); (Funding Actions)
- ☐ C Supplemental Agreement (No Cost Partial Termination; No further Del; Schedule Extends; O and A Del; CAP Del)
- ☐ D Transfer of Contract Between Purchasing Activities
- ☐ E Transfer of Contract Between Administering Activities
- ☐ F Correction of Hard Copy
- ☐ G Supplemental Agreement (Definitizes Change Order Documents in Code A)
- ☐ H Definitized Provisioned Item Order (PIO). A one-step PIO does not Definitize a Previous PIO
- ☐ I Refund or Recoupment Resulting from a Spare Parts Acquisition Initiative (Does not Require Further Definitization)
- ☐ J Work Order/Task Order (Requires Code Z Definitization)
- ☐ K Unpriced Order Definitization (Definitizes Unpriced Order Documents)
- ☐ L Letter Contract Definitization (Definitizes Letter Contract Documents)
- ☐ M Reserved
- ☐ N Exercise of Priced Option (Definitization Not Required)
- ☐ O Lease Adjustment (Modification to Facility Contract)
- ☐ P Partial Termination for Convenience (Requires Code U Definitization)
- ☐ Q Partial Termination for Default (Requires Code U for Definitization)
- ☐ R Obligation Adjustments after Physical Completion of the Contract
- ☐ S Provisioned Item Order (Requiring Code V Definitization)

At the bottom, there is a "Codes Entered" field with the value 16 and a "Save" button labeled 17.

**17. Save Button** - Using the Save Button will not only **SAVE** your selection, but will **SAVE** the SF30 screen as well.

**Note:** *Not ALL Modification Kind selections are visible here. Use the scroll bar located to the right of the selections from the screen view to view ALL.*

## 5.3 Description of Amendment/Modification Tab

The screenshot displays the SF30 software window. At the top, the title bar reads 'SF30'. Below it, there are several input fields: 'PIIN' (with a dropdown), 'SFIIN' (with a dropdown), 'Support No' (with a dropdown), 'Mod Number \*' (with a dropdown), and 'Type' (with a dropdown). Below these are 'Effective Date' (with a date picker), 'Date Entered' (showing '12/10/99'), and 'Type of Modification\*' (with a dropdown). A section of checkboxes includes 'Issued Before Delivery Date Expired', 'No Change in Oblig Amt', 'SF30 Revises Delivery', 'Consideration' (with a value of '\$0.0000'), and 'Funds Increase' (with a value of '\$0.0000'). To the right of these is a section labeled '6. Contract Issued By' with a large text area and a 'Code' field. Below the checkboxes is a 'Purpose \*' field. At the bottom, there are three tabs: 'Description of Amendment/Modification' (which is selected), 'Contract Level Funds Reduction', and 'ACRN Level Funds Reduction'. The 'Description of Amendment/Modification' tab contains a large text area with the number '1' entered. At the bottom right, there is a 'Total Reduction for ACRN Level Funds' field showing '\$0.0000', an 'ACD' field, and a 'Print Form' button.

### Description of Amendment/Modification Tab

**1. Description of Amendment/Modification** - Enter a brief description of the changes incorporated into the contract as a result of the modification from Block 14 of the SF30.

*Data entered into this Description Tab must be SAVED using either the Save Icon, or the F2 Function Key.*

**Note:** If an entry is made into this Tab AFTER the Modification Purpose (Field 13) has been entered and SAVED (which also saves the SF30 Record), then this Tab entry must be SAVED using either the Save Icon, or the F2 Function Key.



## **5.4 Contract Level Funds Reduction Tab**

SF30

PIIN  SPIIN  Support No  Mod Number \*  Type

Effective Date  Date Entered  12/10/99 Type of Modification\*

☐ Issued Before Delivery Date Expired  
☐ No Change in Oblig Amt  
☐ SF30 Revises Delivery  
☐ Consideration  \$0.0000  
☐ Funds Increase  \$0.0000

Purpose \*

6. Contract Issued By   
Code

Description of Amendment/Modification Contract Level Funds Reduction ACRN Level Funds Reduction

Value in US \$, not ACRN specific, related to the kind "Y" modification to be removed from the contract  1  \$0.0000

Total Reduction for ACRN Level Funds  \$0.0000

ACD

### **Contract Level Funds Reduction Tab**

This tab is to be used to enter the amount of contract funds being reduced by modification at the CONTRACT level, when no associated CLIN information was provided.

**Required when Modification Purpose and Kind "Y" is selected:**

**"Y" - Excess Funds Removal (Decommit and Deobligate)**

Refer to Kind of Modification selection list, Section 5.2, Purpose and Kind of Modification.

**1. Value** - Enter the value in U.S. dollars, the amount of funds being reduced at the CONTRACT level.

***This TAB data must be SAVED using either the Save Icon, or the F2 Function Key.***

The system will automatically adjust the following Contract Header data fields based on the information that is input into this Tab and SAVED:

#### **5.4 Contract Level Funds Reduction Tab (continued)**

Contract Header									
PIIN		SPIIN		Support No		RFQ/RFP/Project No		Date of Order* Expires	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Preaward Survey No		DPAS		Date Entered		Team*		FOB *	
<input type="text"/>		<input type="text"/>		<input type="text" value="25/05/99"/>		<input type="text"/>		<input checked="" type="radio"/> Other <input type="radio"/> Destination	
Status		Issued By		Administered By		Support Func		Partial Pay Rate	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="checkbox"/> QA <input type="checkbox"/> Prod <input type="checkbox"/> Pay <input type="checkbox"/> Prop <input type="checkbox"/> Trans <input type="checkbox"/> ACO <input type="checkbox"/> Eng <input type="checkbox"/> Envtmt <input type="checkbox"/> Safety		<input type="text"/>	
Code* <input type="text"/>		Code* <input type="text"/>		Code* <input type="text"/>		Prog/Perf Rate		<input type="text"/>	
Contractor		Facility Code		Code <input type="text"/>		Liquidation Rate		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>		Reimb. Type		<input type="text"/>	
Cage* <input type="text"/>		Code <input type="text"/>		Code <input type="text"/>		Reimb. DCN		<input type="text"/>	
Discount Terms <input type="text"/>		Payment By		Code* <input type="text"/>		Type/Kind*		<input type="text"/>	
ACat Program <input type="text"/>		ACat <input type="text"/>		Code* <input type="text"/>		Cost Contract Details		<input type="text"/>	
Surveillance <input type="text"/>		Criticality <input type="text"/>		Code* <input type="text"/>		Print Form		<input type="text"/>	
Local Program <input type="text"/>		Description <input type="text"/>		Code* <input type="text"/>		NTE		<input type="text" value="\$0.0000"/>	
PIIN Flags <input type="text"/>				Code* <input type="text"/>		Face Value		<input type="text" value="\$0.0000"/>	
				Code* <input type="text"/>		Obligated		<input type="text" value="1 \$0.0000"/>	
				Code* <input type="text"/>		Liquidated		<input type="text" value="\$0.0000"/>	
				Code* <input type="text"/>		Unliquidated		<input type="text" value="2 \$0.0000"/>	

When a Contract Level Funds Reduction Tab is SAVED, the following Contract Header fields will be **automatically** adjusted:

- ## 1. Obligated      2. Unliquidated

## 5.5 ACRN Level Funds Reduction Tab

The screenshot shows the SF30 ACRN Level Funds Reduction Tab form. At the top, there are fields for PIIN, SPIIN, Support No, Mod Number \*, and Type. Below these are Effective Date, Date Entered (12/10/99), and Type of Modification\*. A section on the left contains checkboxes for 'Issued Before Delivery Date Expired', 'No Change in Oblig Amt', 'SF30 Revises Delivery', 'Consideration' (with a value of \$0.0000), and 'Funds Increase' (with a value of \$0.0000). To the right of this is a section for '6. Contract Issued By' with a Code field. The main part of the form is divided into two columns: 'Description of Amendment/Modification' and 'Contract Level Funds Reduction'. The 'Description' column has a dropdown for '(Select ACRN from List Only)' with a value of '1'. The 'Contract Level Funds Reduction' column has a 'Value in US \$' field with a value of '2' and a '\$0.0000' amount. Below this is a table with five rows, each with a dropdown for ACRN and a value of '\$0.0000'. At the bottom, there is a 'Total Reduction for ACRN Level Funds' field with a value of '3' and a '\$0.0000' amount. There is also an ACO field and a 'Print Form' button.

Description of Amendment/Modification	Contract Level Funds Reduction
(Select ACRN from List Only)	Value in US \$
1	2 \$0.0000
	\$0.0000
	\$0.0000
	\$0.0000
	\$0.0000
	\$0.0000
Total Reduction for ACRN Level Funds 3 \$0.0000	

### ACRN Level Funds Reduction Tab

This tab is to be used to enter the amount of contract funds being reduced by modification against a specific ACRN, when no associated CLIN information was provided.

**1. ACRN** - Select from the selection list ONLY, the associated ACRN that has had funds reduced through this modification.

**2. Value in U.S. \$** - Enter the value of the reduced funds.

*This TAB data must be SAVED using either the Save Icon, or the F2 Function Key.*

**3. Total Reduction for ACRN Level Funds** - This field is system generated and will reflect the total amount of ACRN level funds reduction attributable to the associated contract through this modification. This figure is based on the accumulated total of values entered in Field 2, and is updated AFTER the Tab entry has been SAVED.

The system will AUTOMATICALLY adjust the following ACRN Details and Contract Header data fields based on the information that is input into this Tab and SAVED:

### **5.5 ACRN Level Funds Reduction Tab (continued)**

ACRN View			
PIIN	SPIIN	Support No	<input type="button" value="Print Report"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ACRN (View only field - not for edit)			ACRN Cancel Date
<input type="text"/>			<input type="text"/> // <input type="text"/>
ACRN Total	<input type="text"/>	\$0.0000	Liquidation ProRating(%)
Liquidated	<input type="text" value="1"/>	\$0.0000	Prog Pay ULO
Unliquidated	<input type="text" value="2"/>	\$0.0000	<input type="text" value="\$0.0000"/>
Voucher Liquidated	<input type="text"/>	\$0.0000	Canceling Funds
Mods Decreased	<input type="text" value="3"/>	\$0.0000	Amt Cancelled
			<input type="text" value="\$0.0000"/>
Mods Impacting This ACRN <input type="text"/>			
Reconciliation			
Date Last Reconciled	<input type="text" value="//"/>	Reconciled Balance	<input type="text"/>
History			
<div style="border: 1px solid black; height: 100px;"></div>			

When an ACRN Level Funds Reduction Tab is SAVED, the following fields from the associated ACRN Details Screen will be **automatically** adjusted:

- ## 1. ACRN Liquidated      2. ACRN Unliquidated      3. Mods Decreased

Refer to Chapter 8, Section 8.7, ACRN Details, for additional information.

[illegible]

When an ACRN Level Funds Reduction Tab is SAVED, the following Contract Header fields will be **automatically** adjusted:

- ## 1. Obligated      2. Unliquidated